

Program Committee Meeting 5/31/17

Present: Megan Ellis, Patti Coyle, Kitty Stalsburg Laurie LaTerza, Jackie Kangley, Mac Mummert, Maria Varga

The committee welcomed Maria Varga to the committee – she comes with many years of experience as a pre-school teacher and strong community ties to High Hopes and Old Lyme.

Discussion of participant survey – Committee reviewed blank surveys as well as summary data from September and May versions of the completed surveys. There were 53 responses in September, and only 22 responses in May. Megan suggests this may have to do with information overload at the time of delivery at the end of the semester (with Horse Show Days, Summer Schedules, Newsletter, Moondance...) Overwhelmingly positive feedback in all areas. Top two areas of opportunity:

1. Affordability of Services. Some discussion around this, the committee feels tuition is appropriate but we can better articulate the value of services for this fee, especially if/when any increase is proposed.
2. Communication
 - a. Schedule – discussed format of schedule and shared 2017-2018 improvements, which were well received.
 - b. Goals/Progress – discussed disseminating in paper to parents and teachers
 - c. In general, committee will help Megan come up with a multi-mode, clarified way to communicate with participants, families, and teachers. This can be a goal for next year.

Discussed the committee taking on the survey process for next year. Recommendation to keep most questions the same in order to monitor trends over time. Consider format, timing, and distribution methods.

Discussion of various participant goal and progress note forms. Committee had positive response to the Participant Progress Note form (the excel one) and the GAS form. In the future these will be connected so that they don't require duplicated data entry. The School Report forms may be extraneous – committee feels that the primary note form could be given to teachers/parents. Some discussion around training staff to ensure content of forms represents High Hopes professionally vs. an internal communication tool (as it had been utilized in the past.) Staff training will ensure this transition. Jackie also recommends sharing goals with volunteers in order to promote teamwork and investment.

Discussion about sharing of progress and goals with schools – consider having an open house or event for school administrators (include school boards? Include PT/OT/teachers?) to share value of services. Could this be CEUs, or combined with a facility use for other CEU opportunity?

Add to agenda for next time – any info we want to extract from the form that is most important to teachers/parents, or keep it in original form?

Goals from last year include supporting Program Director and working towards Strategic Plan – have been accomplished. Goals for next year:

1. Strategize a multi-mode communication plan for participants
2. Develop and implement participant survey & distribution process

3. Develop a Family Resource Page and possibly host a Family Resource event to bring families together for networking and support. To include – funding sources, transition services, other interesting/useful organizations or tools available.

Many thanks to all Committee Members for your support and hard work this year! You have truly made a difference especially in this year of great transition. I look forward to working with you closely as my role becomes more strategic in nature. Have a great summer!

Megan